

Chapter 3

Examples of DoD Customized Request for Personnel Actions

Introduction This chapter displays examples of the DoD customized Requests for Personnel Actions (RPAs); e.g., Nonappropriated Fund (NAF), Local Nationals (LNs), and descriptions of their unique data fields.

Chapter Contents

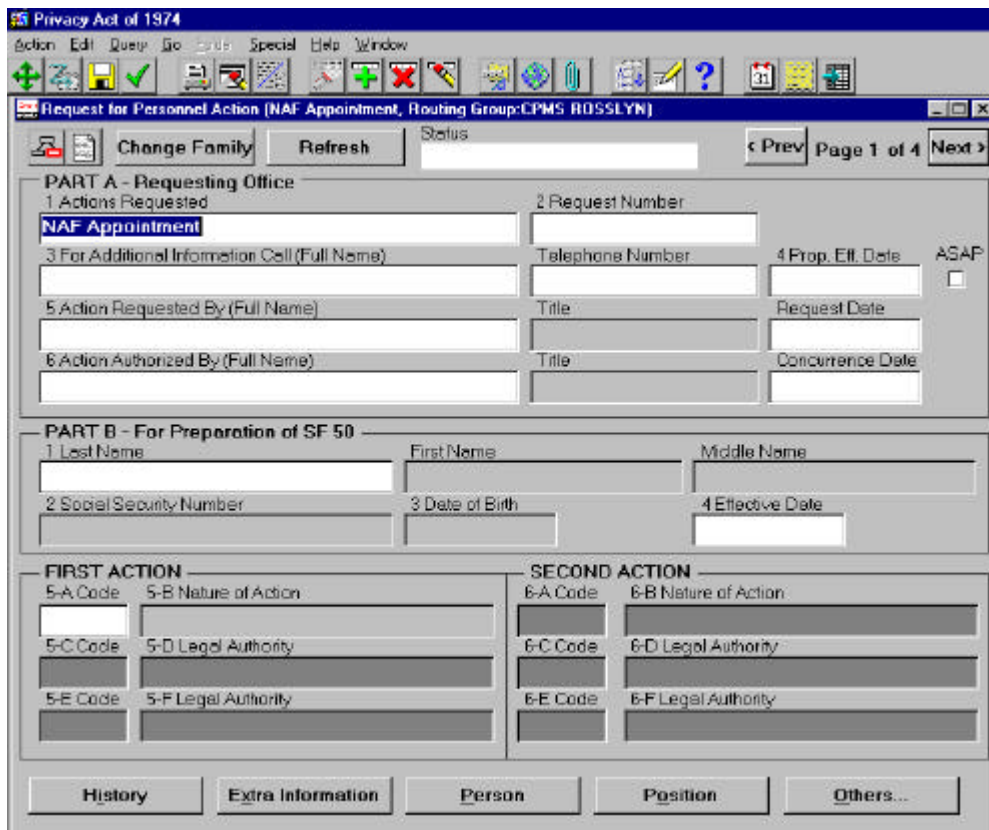
Topic	Page
Nonappropriated Fund Request for Personnel Action -- Example	1
National Guard Bureau Request for Personnel Action -- Example	8
Local National Request for Personnel Action -- Example	U/D

Nonappropriated Fund (NAF) Request for Personnel Action The NAF RPA is distinctive to a NAF employee. The NAF RPA contains unique data fields on pages 2 and 3 that differ from the data fields of Appropriated actions. In some instances, only the Block Number changes while the Block Title changes in others.

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Examples of DoD Customized Request for Personnel Actions, Continued

Nonappropriated
Fund (NAF)
RPA, page 1



Request for Personnel Action (NAF Appointment, Routing Group: CPMS ROSSLYN)

Change Family Refresh Status < Prev Page 1 of 4 Next >

PART A - Requesting Office

1 Actions Requested: **NAF Appointment**

2 Request Number: []

3 For Additional Information Cell (Full Name): [] Telephone Number: [] 4 Prop. Eff. Date: [] ASAP: ☐

5 Action Requested By (Full Name): [] Title: [] Request Date: []

6 Action Authorized By (Full Name): [] Title: [] Concurrence Date: []

PART B - For Preparation of SF 50

1 Last Name: [] First Name: [] Middle Name: []

2 Social Security Number: [] 3 Date of Birth: [] 4 Effective Date: []

FIRST ACTION

5-A Code: [] 5-B Nature of Action: []

5-C Code: [] 5-D Legal Authority: []

5-E Code: [] 5-F Legal Authority: []

SECOND ACTION

6-A Code: [] 6-B Nature of Action: []

6-C Code: [] 6-D Legal Authority: []

6-E Code: [] 6-F Legal Authority: []

History Extra Information Person Position Others...

RPA Region	Block/Data Field	Description/Action
Part A – Requesting Office	Same data fields as Appropriated RPA	Same type of information as used in Appropriated RPA.
Part B – For Preparations of SF50	Same data fields as Appropriated RPA	Same type of information as used in Appropriated RPA.

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Examples of DoD Customized Request for Personnel Actions, Continued

Nonappropriated Fund (NAF) RPA, page 2

RPA Region	Block/Data Field	Description/Action
From Information	12 - Employment Category 12B – Standard NAFI Number	Automatically populates from Position.
To Information	20 Employment Category 20B – Standard NAFI Number	Automatically populates from Position.

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Examples of DoD Customized Request for Personnel Actions, Continued

Nonappropriated Fund (NAF) RPA, page 3

Request for Personnel Action (NAF Appointment, Routing Group: CIVDODHR)

Employee SSN Nature of Action < Prev Page 3 of 4 Next >

EMPLOYEE DATA

23 Veterans Preference 24 Family Member Employment Pref 25 Assigned Shift

26 AF Group Health Insurance 27 Annuitant Indicator 28 Pay Rate Determinant

29 Retirement Code 30 SCD Leave 31 SCD LOS 32 SCD BBA 33 AF Group Life Insurance

34 Military Status 35 Dependent Status 36 Guaranteed Wk Hrs 37 Qtr Hrs

POSITION DATA

38 FLSA Category 39 Bargaining Unit Status

40 Duty Station Code 41 Duty Station (City - County - State or Overseas Location)

42 Educational Level

43 Citizenship 44 Supervisory Status

History Extra Information Person Position Others...

Count: *0 <List>

RPA Region	Block/Data Field	Description/Action
Employee Data	24 - Family Member Employment Pref	Required input when using spouse preference.
	25 - Assigned Shift	Use LOV.
	26 - AF Group Health Insurance	AF Only - Initializes on accessions. Auto populates in follow-on actions.

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Examples of DoD Customized Request for Personnel Actions, Continued

Nonappropriated Fund (NAF) RPA, page 3 (continued)

RPA Region	Block/Data Field	Description/Action
Employee Data (cont)	27 – Annuitant Indicator	Automatically populates from Position.
	28 - Pay Rate Determinant	
	29 - Retirement Code	AF – Initializes on accession. Army - Input is required.
	30 – SCD Leave	AF – Regular employee initializes as effective date of appointment actions; auto populates for follow-on actions. Initialize as spaces for flex appointments and follow-on actions. Army – Type in the service computation date or use the LOV for new appointments. Field will auto populates for current employees.
	30 – SCD Leave	Type in date for length of service.
	31 - SCD LOS	
	32 - SCD BBA	Army - Same as SCD Leave for AF.
	33 - AF Group Life Insurance	AF Only - Same as Item 26.

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Examples of DoD Customized Request for Personnel Actions, Continued

Nonappropriated Fund (NAF) RPA, page 3 (continued)

RPA Region	Block/Data Field	Description/Action
	34 - Military Status	Requires input.
	35 - Dependent Status	
	36 - Guaranteed Wk Hrs	
	37 - Qtr Hrs	
Position Data	38 - FLSA Category	Automatically populates from Position.
	39 - Bargaining Unit Status	
	40 - Duty Station Code	
	41 - Duty Station (City -County- State or Overseas Location)	Automatically populates from Position.
	42 - Educational Level	Use the LOV or type in the level, if known; e.g., 04, 06, 10, etc. For actions other than Appointment, the employee's record auto populates this data field.
	43 - Citizenship	Required input.
	44 - Supervisory Status	Auto populates from position.

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Examples of DoD Customized Request for Personnel Actions, Continued

Nonappropriated
Fund (NAF)
RPA, page 4

The screenshot shows a Windows-style application window titled 'Request for Personnel Action (NAF Appointment, Routing Group: CPMS RDSSLYN)'. The window has a menu bar (Action, Edit, Query, Go, Index, Special, Help, Window) and a toolbar with various icons. The main form area is divided into several sections:

- Employee Information:** Fields for Employee, SSN, and Nature of Action. Navigation buttons: < Prev, Page 4 of 4, Next >.
- PART D - Remarks by Requesting Office:** A note to supervisors asking for additional or conflicting reasons for resignation/retirement. Radio buttons for Yes and No. A large text area for remarks.
- PART E - Employee Resignation/Retirement:** A section for 'Reasons for Resignation/Retirement' with a large text area. Below it are fields for Forwarding Address, City, State, Zip Code, and Country.
- PART F - Remarks for SF 50:** A table with columns for Code, Description, and Required. The table has three rows, with the first row highlighted.
- Buttons:** History, Extra Information, Person, Position, and Others...

RPA Region	Block/Data Field	Description/Action
Part D, E, and F	Same data fields as Appropriated RPA	Same type of information as used in Appropriated RPA.

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Examples of DoD Customized Request for Personnel Actions, Continued

National Guard Request for Personnel Actions

The National Guard and Reserve Request for Personnel Actions is a one-page document. It uses a combination of Taskflow Buttons and List of Values to complete the desired action. Additional information will be covered in the National Guard Module of this User Guide.

National Guard Bureau Request for National Guard and Reserve Actions

Request for AGR Action

Active Guard and Reserve Personnel Actions

Action Information

Requested Action Effective Date

Employee Information

Last Name First Name Middle Name

Social Security Number

Position Information

From Position Name

To Position Name

Extra Information

Update HR

National Guard (NG) Unique Data Fields

Region	Data Field	Description/Action
Action Information	Requested Action	Use the LOV.
	Effective Date	Type in date or use Calendar.

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Examples of DoD Customized Request for Personnel Actions, Continued

National Guard (NG) Unique Data Fields (continued)

Region	Data Field	Description/Action
Employee Information	Last Name	Use the LOV.
	First Name	Auto populates.
	Middle Name	Auto populates.
	Social Security Number	Auto populates.
Position Information	From Position Name	Use the LOV.
	To Position Name	Use the LOV.

National Guard (NG) Taskflow Buttons

Taskflow Buttons	Description/Action
Extra Information Taskflow Button	Displays nine data fields to select DDFs for completion as needed.
Update HR Taskflow Button	Click to Update HR .

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